

## Academic Senate Meeting Minutes 2017-2018

<p><b>Date:</b> October 27, 2017  <b>Time:</b> 12:00pm  <b>Location:</b> 388-103 (Manono),          Elama 183 (Palamanui)</p>	<p><b>Members Present:</b> Marilyn Bader, Gordon Ching, Sandra Claveria, Toni Cravens, Erick Cremer, Karen Crowell, Kenoa Dela Cruz, Renee Dela Cruz, Sharon Dansereau, Reshela DuPuis, Harold Fujii, Garrett Fujioka, Lisa Fukumitsu, Sam Giordanengo, Laura Hill, Meidor Hu, Larissa Leslie, Chip Michels, Darrell Miyashiro, Luria Namba, Helen Nishimoto, Michelle Phillips, Cheryl Punttil, Christine Quintana, Deseree Salvador, Orlo Steele, No`el Tagab-Cruz, Claudia Wilcox-Boucher, Bobby Yamane</p>
<p><b>Call to Order:</b> 12:05pm  <b>By:</b> Sam Giordanengo  <b>Mins:</b> Michelle Phillips</p>	<p><b>Guests:</b> None.</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Giordanengo at 12:05p with 15 senators (including 4 Executive Committee members) present.		
2. Approval of the September 22, 2017 Meeting Minutes <b>Attachment 1</b>	<p><b>Motion to accept the September 22, 2017 minutes. (Fujii/Wilcox-Boucher)</b></p> <p>Motion carried unanimously by voice vote.</p>	<b>Motion Carried.</b>	

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<p>3. Consent Agenda Approval - Standing, Select, and ad hoc Committee Reports* <b>Attachments 2, 3, 4, 5, 6, 7</b></p>	<p><i>* Please note: Any item on the Consent Agenda <b>can be</b> moved to New Business by any Senator. <b>No second, no debate, and no vote is required to move and item. If there is nothing to be moved, then the Consent Agenda is voted on as a whole and approved in one voice vote.</b></i></p> <p>The current consent agenda includes committee reports and CRC proposals.</p> <p><b>Motion to accept the Consent Agenda. (Fujii/Michels)</b></p> <p>Motion carried unanimously by voice vote.</p>	<p><b>Motion Carried.</b></p>	
<p>4. Chair's Report</p>	<p>Per John Morton, the UH System is moving forward to get Counselors specifically for Filipino students.</p> <p>The Chancellor is working with the interim VCAS to try and assess safety issues on campus in the wake of Las Vegas tragedy. Currently, we contract security from an outside source, however, through a recent (unfunded) mandate, we will need to hire full-time security soon.</p>		
<p>5. Old Business</p>	<p>None.</p>		
<p>6. New Business</p> <p>a. Senate Resolution #2017-3 <b>Attachment 8</b></p>	<p>All 13 Faculty Senates are passing resolutions that are similar to 2017-3 and 2017-4 (see attachments 8 and 9). John Morton likes the ILO questions, but he wants to see campus-wide questions. All four tiers currently only go to the faculty members (unless they are for a lecturer). There is also no way to turn off any of the questions. The recommendation by the Chair is to examine, but not pass, resolution</p>		

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	<p>2017-3 in the current form. It states we are only responsible for the classroom portion of the questions (tier 4). We also have to decide if results should be shared with Department chairs.</p> <p><b>Motion to table Senate Resolution #2017-3. (Crowell/Claveria).</b></p> <p>Motion carried unanimously by voice vote.</p> <p><i>Discussion:</i> A request was made that time be set aside in a future meeting for discussion on this issue, in order to make sure all concerns are heard.</p> <p>It was asked why these questions are attached to the course evaluation. Can administration send out a single one to all students instead of having all students answer it multiple times? The way it is currently being done was a response to accreditors; this is what the system came up with.</p> <p>It was noted that even the ILO questions cannot be considered as “assessment” of the course; they are indirect data. The assessment we are currently doing at the course level actually gives direct feedback.</p> <p>Some concern was voiced that students may not even understand what an ILO is.</p> <p>The CES must be completed by Fall 2018. The prior vote on the ILO questions could be rescinded if the Senate wants that. Tiers only have to be at the course level.</p>	<p><b>Motion carried.</b></p>	

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<p>b. Senate Resolution #2017-4 <b>Attachment 9</b></p>	<p>This resolution came because at Leeward, new administration took charge and changed names and numbers for a number of classes due to concerns from industry without first consulting faculty. Therefore, this resolution supports the faculty (except in exceptional circumstances) as having primary responsibility for curriculum and curriculum changes.</p> <p><b>Motion to enter into discussion and to approve Senate Resolution #2017-4. (Fujii/Wilcox-Boucher).</b></p> <p>Motion carried unanimously by voice vote.</p> <p><i>Discussion:</i> It was asked if “further interference” could be removed from the last sentence.</p> <p>It was noted that one course was deleted on our campus in the past without senate approval.</p>	<p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p>	
<p>c. HawCC CV Form <b>Attachment 10</b></p>	<p>Manoa wants all faculty members to post a curriculum vitae (CV). This is primarily for graduate students going into research who want to identify a faculty member’s research interests. The chair recommends that only the Education portion be required, with the rest as optional. Where CVs will be housed is still in question. The deadline to post them is the end of the year.</p> <p><b>Motion to have only up through the “Education” portion of the template required, and faculty shall have the freedom to choose our own format/heading for all items below (Dela Cruz/Nishimoto).</b></p>	<p><b>Motion modified.</b></p>	

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<p>d. Foundations Process Approval from GenEd Committee <b>Attachments 11, 12, 13, 14</b></p>	<p><i>Discussion:</i> The course catalog will stay the same. On website there would be a link to our CV with our name under faculty directory.</p> <p>Some faculty felt that the format under education should up to the individual. Examples and/or a template with mandatory questions to fill in could be used, and the other questions as editable. The Chair will discuss with Daniel about how the form will be set up. Some software is available that can help with this. One concern was that identify theft could become an issue with the posting of CVs.</p> <p><b>A modified motion was put forth to have only the Education portion of the template required, with everything under (starting with relevant previous experience) as optional and headings would be editable.</b></p> <p>Motion carried unanimously by voice vote.</p> <p>GEC has been working on the process for approving proposals for Foundations. The proposal forms are very similar to other colleges. It was reiterated that Foundations are only the “core” courses – ENG100, HIST151, etc.</p> <p><b>Proposal to accept the HawCC Foundations Process (Hu).</b></p> <p>Senate unanimously approved by voice vote.</p>	<p><b>Motion carried.</b></p> <p><b>Proposal was approved.</b></p>	

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<p>d. Faculty Student Withdrawal Policy <b>Attachment 15</b></p>	<p>This policy allows for faculty to withdraw students from their courses after the first week. There are different rules for how many times the course meets. The policy allows for students to be dropped up until the official withdrawal day. Note that there may be some financial aid issues.</p> <p><b>Motion to move the policy proposal to the Education Policy Committee so they can chew on them (Fujii/Wilcox-Boucher)</b></p> <p>Motion carried unanimously by voice vote.</p>	<p><b>Motion carried.</b></p>	
<p>7. For the Good of the Order</p> <p>a. UHPA Update</p> <p>b. ISS Committee update</p>	<p>No update.</p> <p>Student Success Coordinator Lisa Fukumitsu introduced herself.</p> <p>Senator Kenoa Dela Cruz explained how the task force is set up. System-wide, there is the Student Success Council (SSC) steering committee, and within the SSC, there is an English and Math Taskforce, Strategic Professional Development (PD) Taskforce, Integrated Student Support (ISS) Taskforce, and Communications Taskforce. Nothing is new but more attention is being paid to advising and collaboration and coordination within and between the different groups. Career will also be integrated throughout. Other discussions will occur in the future to plan further on behalf of our students. Efforts that are already occurring with student government include housing and food insecurity with our students will also be included. This is also a nationwide movement - asking that</p>		

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c. Announcements	<p>our institution be student-ready, not just that students are college-ready. The ISS update will become a monthly update.</p> <p>The Chancellor has requested that Senate host a spring kick-off for the semester. The Executive Committee will be discussing this.</p> <p>If you have friends or colleagues at UH Hilo, there is a lot of turmoil and there may be a vote of no confidence for their interim chancellor in the future. Programs are being asked to prove their worth to remain on the campus, such as women's center and LBGTQIA, etc. Please reach out to UHH colleagues to show support.</p> <p>Writing Intensive (WI) information is now in a better location on the website. It has been moved under Curriculum Resources. Deadline for WI proposals will be January 29, 2018.</p> <p>Pau Hana at Hilo Town Tavern, 4pm-6pm today.</p>		
8. Adjourn	<p><b>Motion to adjourn at 1:35pm. (Wilcox-Boucher/Fujii)</b></p> <p>Motion approved unanimously by voice vote.</p> <p><b>Next Meeting:</b> Friday, November 17, 2017 2:00-4:00p. Location: HawCC 388-103 (Manono), Elama 183 (Palamanui).</p>	<b>Motion Carried.</b>	